

# DRAFT MEETING MINUTES

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MEETING NAME: WISCONSIN ENTERPRISE ARCHITECTURE TEAM (WEAT)  
DATE: APRIL 15, 2004  
TIME: 8:30 A.M. TO 3:00 P. M.  
LOCATION: 1D

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## **WEAT Members:**

- Group Leader/Chief Enterprise Architect—Ben Banks (DET)
- Lead Technical Enterprise Architect—George Ross (DET)
- Enterprise Architect—Keith Hazelton (UW)
- Enterprise Architect—Bud Borja (Milwaukee Co., local government)
- Enterprise Architect—Jay Jaeger (DOT, large state agencies)
- Enterprise Architect—Judy Heil (DATCP, small state agencies)

## **DET Support Staff:**

Chris Alberts, Patricia Carlson, Dan Proud

*Note: Absent were Patricia Carlson and Judy Heil*

## **Agenda Items:**

1. Review of 4/13/04 Minutes—Dan Proud
2. Review of 4/13/04 Action Items—Ben Banks
3. Discuss and Approve Principles—Ben Banks
4. Discuss and Approve EA Rationale—Ben Banks
5. Discuss Business Plan
6. Determine Agenda for 4/20/04 Meeting

## **Action Items**

1. Dan: Distribute updated Principles on 4/16.
2. Dan: E-mail Business Plan for final review.
3. All: Review and approve Business Plan by end of day 4/16.
4. All: Review Rationale and e-mail comments by end of day 4/19.

5. Dan: Put in comments for Rationale in time for Tuesday 4/20 meeting.
6. Dan: Update Charter with minor changes.

### **1. Review of Minutes—Dan Proud**

Last meeting we reviewed the Charter, Business Plan, and Rationale.

### **2. Review of 4/13/04 Action Items—Ben Banks**

- 2.1. Patricia sent changes to the Business Plan and Charter to WEAT for approval.
- 2.2. WEAT members turned in comments on the Business Plan and Charter and approved the Charter online on 4/14. We decided not to approve the Business Plan online and instead go over it during this meeting.
- 2.3. Patricia sent out an information-only copy of the communication plan on 4/13.

### **3. Discuss and Approve Principles (Rationale, Implications)—Ben Banks**

The team examined for the last time the Principles, focusing on the Rationale and Implications sections. The remaining parts were:

- Management and Organization Principles
- Technology Principles
- Application Delivery Principles
- User Interface Principles

We agreed to approve the Principles as updated. There will be no more rounds of review.

### **4. Discuss and Approve Rationale—Ben Banks**

We did not discuss the Rationale, but agreed to review it individually, e-mail comments, and complete final discussion and approval at the Tuesday, 4/20 meeting.

### **5. Discuss and Approve Business Plan—Ben Banks**

Some discussion over the overlap of objectives and deliverables in the phases took place, but changes were moderate. We approved the document as updated.

### **6. Agenda for 4/20—Ben Banks**

We will approve the Rationale.

***Next meeting: Thursday, April 20, 10:00–12:00 in 8G***